

TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
www.losaltoshills.ca.gov



Temporary Signs and Banners Application

Filing Requirements:

Three (3) copies of the site plan showing the location of proposed signs or banners.

1. APPLICANT:

Name: _____ Phone # _____

Address: _____

2. PROPERTY OWNER (if different than the applicant):

Name: _____ Phone # _____

Address: _____

3. SITE ADDRESS/LOCATION: _____

4. PROPOSED TEMPORARY SIGN(S) OR BANNER(S)

Event type: _____

Please briefly describe the proposed temporary sign or banner in terms of size, text, material, and color. Please provide a sketch in the area provided. Size shall not exceed 16 square feet.



5. INSTALLATION DATE _____ REMOVAL DATE _____ (No more than 30 days at a time, twice within twelve months)

Applicant's Signature: _____ Date: _____

Property Owners Signature: _____ Date: _____

Office Use Only

Approved by: _____ Date _____

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Temporary Signs and Banners Policy

Approved by City Council – 11/8/07

Code Sections:

Signs and Advertising Structures are regulated by Title 8, Chapter 6 of the Los Altos Hills Municipal Code. Section 8-6.03 of the Municipal Code allows temporary signs or banners for public events, charitable functions and noncommercial purposes. Applications for a temporary sign or banner permit shall be made in writing to the City Manager or designee and shall include a site plan, drawing or photograph of the sign, sign dimensions, materials and colors. No filing fee is required.

Intent:

The purpose of this policy is to establish guidelines for temporary signs and banners that are displayed to inform the public of special events held by the Town or other non-profit agencies. The materials, size, design, and location of temporary signs and banners are regulated to prevent visual clutter, traffic safety hazards, and to preserve the rural character and residential quality of the Town.

Policy:

1. Commercial/advertising signs are prohibited except for advertising displays permitted under the Section 8-6.03 of the Municipal Code.
2. Temporary signs and banners shall be allowed only for special events such as, but not limited to: art and cultural events; recreation and sporting events; Town sponsored events; campaigns, drives or events of philanthropic, educational, religious, or non-profit organizations.
3. No person shall erect or maintain any sign or banner without first obtaining a permit from the Town's Planning and Engineering Departments.
4. Signs shall not be illuminated and shall not exceed sixteen (16) square feet of surface display area.
5. No flashing, moving, or animated signs shall be permitted.
6. Temporary signs or banners shall not be placed in pathways, shall not obstruct traffic intersections, or affect vehicular line of sight.

Policy: Temporary Signs and Banners

7. Signs or banners shall not be attached to any trees, utility poles, street signs, hydrants, and similar such objects.
8. Signs or banners may be erected on private property only if the owner or the occupants consent to having the signs or banners erected.
9. No sign or banner shall be posted longer than 30 consecutive days from the date of installation, and no more than two (2) times within a twelve (12) month time frame for the same organization. One fifteen (15) day extension may be granted by the Planning Director if the event or activity will exceed 30 days.
10. If a sign or banner is left in place for longer then the permitted amount of time, the Town shall remove the sign.
11. Any temporary sign removed by the Town shall be considered abandoned if it is not retrieved within 15 calendar days after the date of such removal and will be disposed of by the Town.